



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING – MAY 22, 2013**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **May 22, 2013** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:04 p.m.

II. Members Present

- Randy Lawson, Administration Representative, Chair
- Janet Harclerode, Academic Senate President, Vice-Chair
- Jeff Shimizu, Administration Representative
- Eve Adler, Academic Senate Representative
- Brenda Benson, Management Association President
- Katharine Muller, Management Association Representative
- Mitra Moassessi, Faculty Association President
- Sandra Burnett, Faculty Association Representative
- Bernie Rosenloecher, CSEA President
- Leroy Lauer, CSEA Representative
- Parker Jean, Associated Students Representative

Others Present

- Patricia Burson
- Mary Colavito
- Greg Brown
- Bob Dammer
- Bob Isomoto
- Sherri Lee-Lewis
- Mario Martinez
- Jennifer Merlic
- Lee Peterson
- Howard Stahl
- Al Vasquez

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on May 8, 2013 were accepted.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. The Budget Update was presented as part of the agenda (see V. Agenda (A)).
- College Services Planning: Al Vasquez and Chiomi Ojini, Co-Chairs. The subcommittee received the results of the college services survey. A summary is being developed and a final version will be presented to DPAC on June 5<sup>th</sup>. The subcommittee is meeting with campus food service vendors

- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: The subcommittee has been reviewing and discussing what happened with the construction bids for the Student Services/ Administration Building. The decision on how to move ahead on this project will have a cascade effect on all other construction projects. The Facilities Department will be focusing on the Student Services/Administration Building and will evaluate the schedule of other projects. Staff are also working on the five-year construction plan to be submitted to the State. The moves of Human Resources, the Personnel Commission and Fiscal Services will be delayed.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The Whistleblower Board Policy and Administrative Regulation had been previously presented to DPAC, but was pulled from agenda to be returned to the subcommittee for further discussion. It was clarified that the draft policy and administrative regulation should not be forwarded to the Academic Senate Personnel Policies Committee and that the Human Resources Planning Subcommittee is empowered to review, receive input, revise and make a recommendation to DPAC.
- Technology Planning: Matt Hotsinpiller and Bob Dammer, Co-Chairs: No report.

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The committee approved (1) the MLT associate degree, (2) two new Cosmetology courses, and (3) Introduction to Linguistics.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The Committee reviewed the last two-year program review submittals from career technical programs and continues working on the Curricunet template for program review.
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: The Committee is working on several administrative regulations – concurrent enrollment forming a club, probation and residency requirements.
- Institutional Effectiveness: Christine Schultz, Chair and Hannah Lawler, Vice-Chair: The Committee approved the fifth Institutional Learning Outcome.

c. ACUPCC: No report.

D. Associated Students: The Associated Students passed two resolutions at its last meeting; (1) for the college to waive out-of-state tuition for veterans, (2) for the college to offer a self-defense class not exclusively for women (either co-ed or for men). The A.S. funded a new water fill-up station for the Cayton Center and continues to support the Big Blue Bus contract.

V. Agenda

- A. Budget Update: The tentative 2013-2014 budget was presented. Bob Isomoto provided budget highlights based on the May Revision, including projected revenues, expenditures and fund balance for 2013-2014. He added that the Board of Trustees had requested staff to come up with a plan to address the OPEB unfunded liability (\$88 million) in the tentative budget. Faculty Association and CSEA representatives from the Budget Committee expressed concerns about (1) the District initiating a plan for addressing the OPEB liability without input from the Budget Committee and (2) that the tentative budget includes that plan.

- B. Master Plan for Education Update – Develop Institutional Objectives for 2013-2014: DPAC reviewed the recommendations made by the Program Review Committee to start the process of developing the Master Plan for Education 2013-2014 Update. The review of the recommendations will continue and be completed at the next DPAC meeting.
- C. Emergency Preparedness: This discussion resulted from concern related to the situation that occurred last week with the student who made threatening calls. Campus Police and other College personnel are reviewing the College’s response to the incident to further improve communication and coordination of similar incidents in the future. It was agreed that terms need to be clearly defined, for example, what does “lockdown” actually mean; different actions and communication are needed for different situations; and training is necessary. Staff are encouraged to provide their experiences and suggestions to Mike Tuitasi and Al Vasquez to assist with the evaluation of the District’s response to this particular incident and to develop a plan for training.

VI. Adjournment

Meeting schedule through June, 2014 (second and fourth Wednesdays each month at 3 p.m.)

<p><u>2013</u>          June 12, 26          July 10, 24          August 14, 28          September 11, 25          October 9, 23          November 13, 27          December 11</p> <p><u>2014</u>          January 8, 22          February 12, 26          March 12, 26          April 9, 23          May 7, 21          June 11, 25</p>
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VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the June 12, 2013 DPAC meeting.

Agenda

- Election of Vice-Chair, 2013-2014
- Information:
  - College Services Survey
  - Institutional Learning Outcome #5
- Master Plan for Education Update – Continue developing Institutional Objectives for 2013-2014
  - Program Review Recommendations
  - Institutional Dashboard

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.